

**Philbrick-James Library
Meeting of the Board of Trustees**

DRAFT minutes – February 11, 2019

Present: Mal Cameron, Janice Clark, Emily Oxnard, Anne Deely, Chris Carr, April Purinton, Linda McNair-Perry, and Library Director Candace Yost.

Guest: Katie Gillis

The meeting was called to order at 7:05 pm.

Citizen Comments: Katie Gillis, from the Communicator, came to our meeting to apologize for the confusion around the Communicator's use of the Library's address. She explained that our previous director, Karen, was instrumental in getting the new Communicator off the ground and in coming to that arrangement. Karen saw it as an opportunity to get more foot traffic into the library and get to know more people. Linda explained that her concern is that we risk mingling finances if the mail for the Communicator and mail for the library share a mailbox. Katie explained that in the future she will use her home as the address for the Communicator. We thanked Katie for coming in and she left the meeting.

Secretary's Report

The minutes of the January meeting were accepted as written.

Treasurer's Report

End of year 2018 balances (including services from 2018 paid in 2019):

Checking \$33,015.46
Savings \$50,209.47

Linda reported that the bookkeeping transition is going smoothly. Pete Lemay has explained that he won't pay the bills until a trustee has signed off on them and assigned a budget line for the expenditure. We need to have a system to track these expenses. Linda is doing this in her spreadsheet, but the new treasurer may need to work with Candace and Pete to refine the system.

We need to have our invoices to Pete by Thursday so the checks can be written on Tuesday. We have had very little turn around time on the copier bill so Linda arranged to have 45 days on it instead so we will not accrue a late fee.

Candace will check with the town to see if insurance covers all of our current equipment in the library, or if we need to send the town an updated list of equipment.

Linda changed all the automatic payments so they won't be happening any longer; the town will pay those directly now.

We did not get an end of year report on trust funds. In addition, we only got one check in 2018 though we understood that we would be getting two checks a year.

Chris moved we accept the treasurer's report, and Jan seconded. All agreed.

Librarian's Report

Programs

- We had a paper embroidery craft program for adults, and 6 people came. The crafts were very pretty.
- Baby lapsit has been steady each week. Preschool story time has been empty. We just changed the time, so we'd like to give that new time a chance before changing it again.
- Only one family came for PJ's at PJ story time, but it was the first one and fell on a cold January night.
- The first lego club had four kids come.
- Planning for more programs is tricky without yet knowing the results of the March budget vote. Candace and Zeb are trying to create two plans to address both contingencies.

Technology

- Candace encountered several web sites (GoodReads, NPR) that were blocked for some reason. She reached out to Steve Jamele who explained that these may be "entertainment" sites. He removed the block and those sites work now.
- Trustees asked Candace to check with Steve and confirm that No sites are blocked, as that is counter to the library's policy.
- We also asked Candace to confirm that there is no tracking or recording of internet usage or history.

Repairs

- Candace is still unable to scan documents. She has spent time on the phone with tech support without success. They will send a technician out soon to solve the problem.

Old Business

- Trustee positions: Jane Miller, Sadie Stimmel, and Emily Oxnard are running for our three open positions.

New Business

- We have two museum passes up for renewal: Canterbury Shaker Village (\$100) and SEE science center (\$200). Anne moved and Jan seconded that we renew both of those passes. The motion passed unanimously. Jan suggested making a little display including the museum newsletters. April suggested continuing to advertise in the school's Bridge newsletter.
- Candace received a letter advertising a Castle in the Clouds pass. It is \$250, one adult and one child for free, one adult and one child for half price. There is a garden, hiking trails, stables, and a house museum. Jan mentioned there is a site called Bedrock Garden in Lee, NH that may have a pass option.
- The movie license is up for renewal. Candace and Zeb are interested in offering movies over the summer. It is \$294/year. Jan moved and Linda seconded, and the motion passed.
- Ancestry and Heritage Quest are up for renewal, \$425 in total. Jan moved and Anne seconded that we renew both Ancestry and Heritage Quest. The motion passed.
- Volunteer of the year award is coming up. Candace is now accepting nominations.
- Candace's baby is due April 20. She has already put together a schedule of Annie's and Zeb's time to cover her maternity leave period. The town explained to her that there is no paid time off and she has not been in the position long enough to qualify for short term disability coverage. She can take all of her vacation and sick time, which amounts to about three weeks. The trustees wondered if the town has a sick day pool for employees to combine unused sick time.

Non-Public Session

Anne moved and Jan seconded a motion enter a non-public session under RSA 91-A:3, II(a). A roll call vote was taken:

Anne Deely: yes

Emily Oxnard: yes

April Purinton: yes

Jan Clark: yes

Chris Carr: yes

Linda McNair-Perry: yes

Mal Cameron: yes

Candace left the meeting, and the trustees entered non-public session at 8:38 pm.

We exited non-public session at 9:19 pm. Anne moved to seal the minutes and Emily seconded. By unanimous vote, all agreed.

Jan moved that we adjourn. Anne seconded. Meeting adjourned at 9:23.

Respectfully submitted,

Anne Deely

Next meeting: March 11 at 7 pm